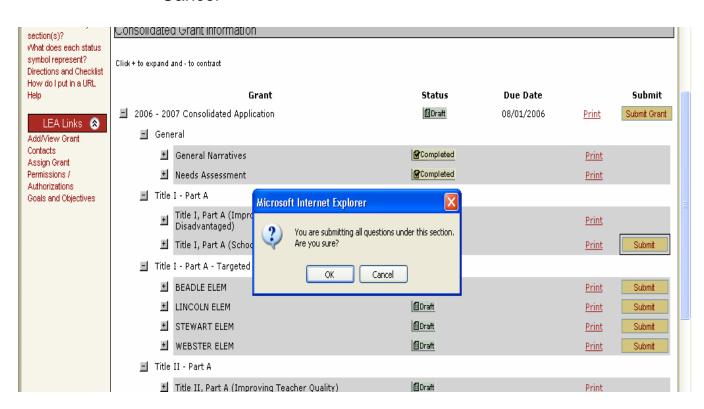
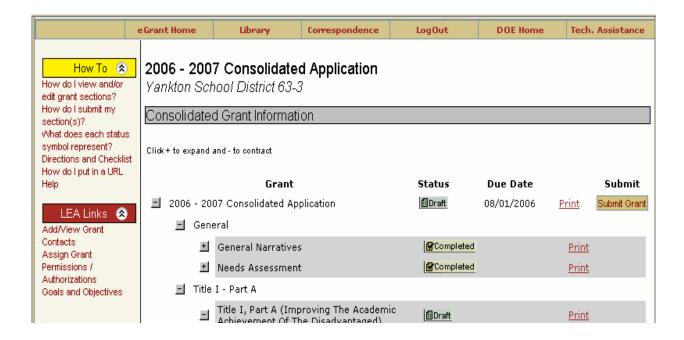
eGrant How to Submit Guide For LEA Administrators

- I. Completion of Grant
 - Each section needs to be completed (both Narrative & Budget sections) prior to submitting the grant. The Business Manager needs to approve the Budget sections & the section contacts need to submit the individual sections.
 - A. Click the 'Submit' button for each section
 - B. A pop up box will display 'You are submitting all questions under this section. Are you sure? Click 'OK' or 'Cancel'



C. Completed-The grant application or section has been completed and submitted by the appropriate LEA contact. The grant application has not been submitted to the SEA. Changes to the application or section cannot be made once the 'Submit Grant' button has been clicked.



II. Why is there not a submit button displayed?

- A. The Business Manager or Fiscal Representative has not approved the budget sections of the grant.
- B. The individual logged into the eGrant system may have read only or edit rights & not have the ability to submit sections of the grant.

III. Why Can't I Submit the Grant?

- A. Only the Superintendent or Authorized Representative can submit the grant.
- B. If a section(s) of the grant has not been completed, a pop up box will display a message about which section(s) remain to be submitted.

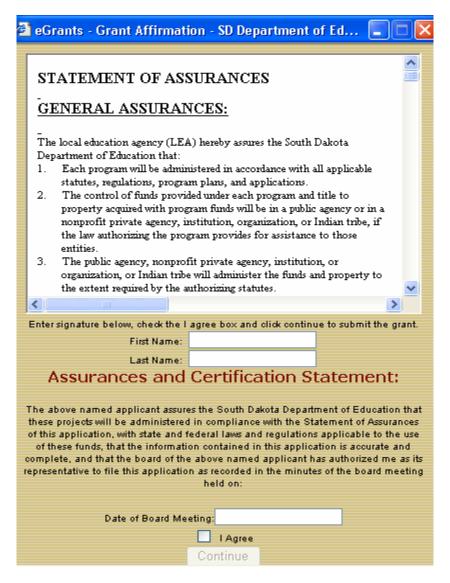
IV. Submitting the Grant

A. To submit the final grant click the 'Submit Grant' button in the upper right hand corner under **Submit**.



V. Statement of Assurances

- A. Review the General Assurances
 - Enter your signature, by typing your first & last name in the boxes
 - 2. Enter the date of Board Meeting
 - 3. Check the 'I Agree' box
 - 4. Click 'Continue'



VI. Grant Submitted

A. **Locked** – The grant application and all sections have been submitted to the SEA. The entire grant application has been approved and submitted by the Superintendent.

